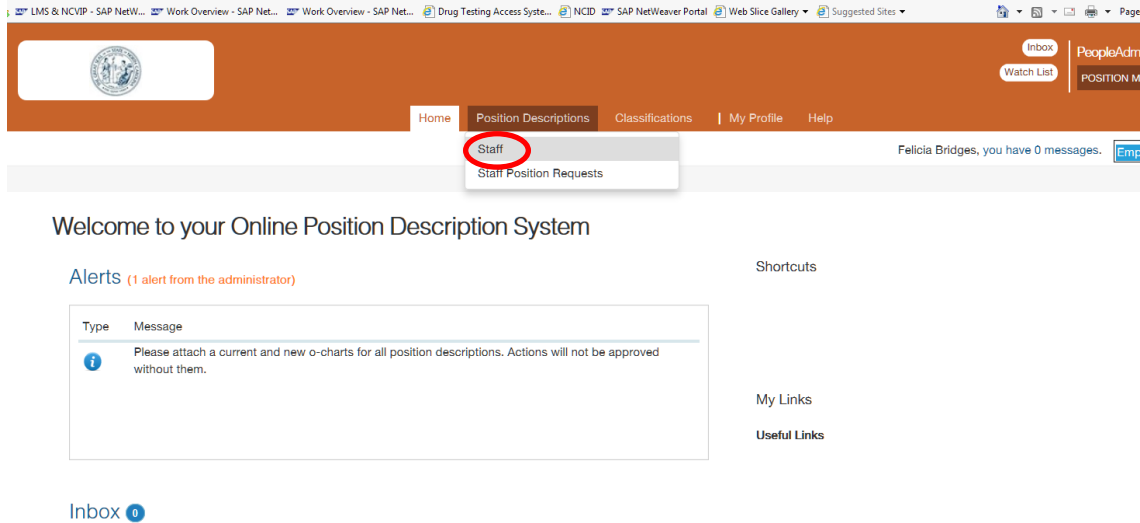


INSTRUCTIONS FOR PRINTING “OFFICIAL” POSITION DESCRIPTIONS IN PEOPLEADMIN

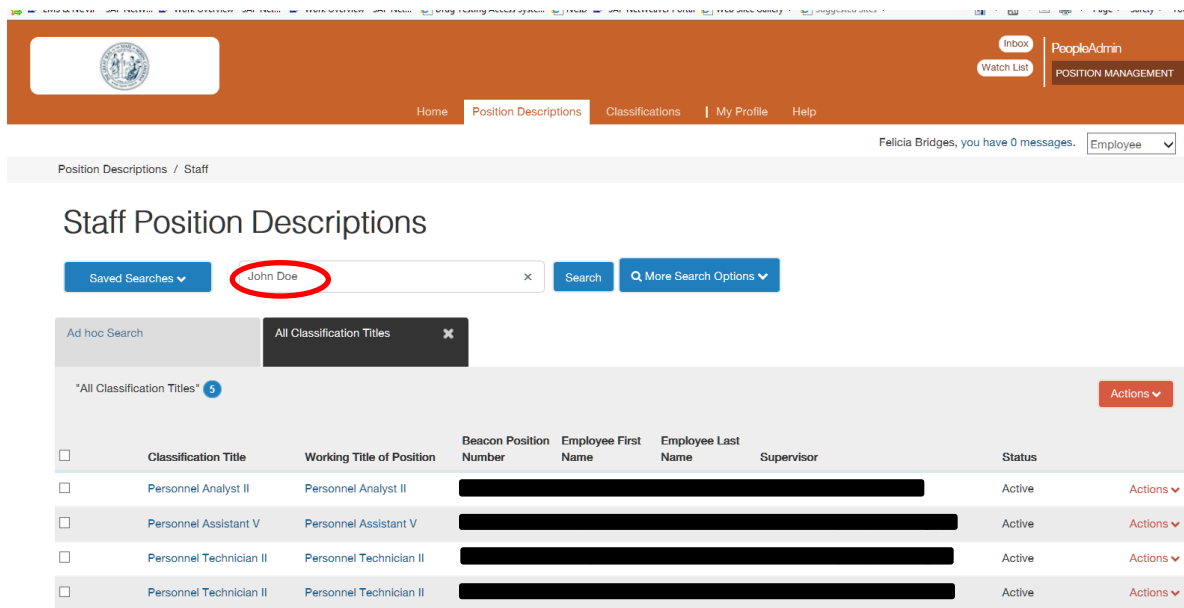
URL: <https://oshrnc.peopleadmin.com/hr/login> - your screen should show ORANGE borders. If not, use the drop-down box in upper right corner to change to POSITION MANAGEMENT.

Select Staff from the Position Descriptions menu:



The screenshot shows the PeopleAdmin login page. The top navigation bar is orange. The 'Position Descriptions' menu is open, and the 'Staff' option is circled in red. Below the navigation bar, there is a welcome message and a list of alerts. The 'Inbox' section shows 0 messages.

Enter the name of the employee or position number of the position you need to edit:



The screenshot shows the 'Staff Position Descriptions' page. The search bar at the top contains the text 'John Doe' and is circled in red. Below the search bar, there is a table of position descriptions. The table has columns for Classification Title, Working Title of Position, Beacon Position Number, Employee First Name, Employee Last Name, Supervisor, and Status. There are four rows of data, each with a checkbox in the first column and an 'Actions' link in the last column.

	Classification Title	Working Title of Position	Beacon Position Number	Employee First Name	Employee Last Name	Supervisor	Status
<input type="checkbox"/>	Personnel Analyst II	Personnel Analyst II					Active
<input type="checkbox"/>	Personnel Assistant V	Personnel Assistant V					Active
<input type="checkbox"/>	Personnel Technician II	Personnel Technician II					Active
<input type="checkbox"/>	Personnel Technician II	Personnel Technician II					Active

Double-click on the working title of the position:

Position Descriptions / Staff

Felicia Bridges, you have 0 messages. Divisional HR

Staff Position Descriptions

+ Create New Position Description

Saved Searches Search More Search Options

Ad hoc Search All Classification Titles

"All Classification Titles" 1976

Previous 1 2 3 4 5 6 7 8 9 ... 65 66 Next

	Classification Title	Working Title of Position	Beacon Position Number	Employee First Name	Employee Last Name	Supervisor	Status	
<input type="checkbox"/>	Environmental Health Regional Specialist	Environmental Health Regional Specialist					Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor II	Environmental Program Supervisor II					Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor IV	Osww Section Chief					Active	Actions
<input type="checkbox"/>	Soil Scientist	Soil Scientist					Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor I	Environmental Program Supervisor I					Active	Actions
<input type="checkbox"/>	Environmental Program Supervisor II	Environmental Program Supervisor II					Active	Actions

When the Position Description appears, select the Reports tab:

LMS & NCVP - SAP Net... Work Overview - SAP Net... Drug Testing Access System... NCID SAP NetWeaver Portal Web Slice Gallery Suggested Sites

Page Safety Tools

Inbox PeopleAdmin Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Felicia Bridges, you have 0 messages. Divisional HR logout

Position Descriptions / Staff / Environmental Health Regional Specialist

Position Description: Environmental Health Regional Specialist (Staff) Edit

Current Status: Active
Position Type: Staff
Section/Unit: Public Health
Created by: PeopleAdmin Integrations

Take Action On Position Description

- Print Preview (Employee View)
- Print Preview
- View Supervisor
- Modify Position Description

Summary Settings History Reports Associated Classification

Classification Selection Edit

Classification Information

Classification Title	Environmental Health Regional Specialist
BEACON Code	
Salary Schedule	Graded

sshmc.peopleadmin.com/hr/position-descriptions/8063/reports 110%

Under the Reports Tab, select Position Description Report:

The screenshot shows the SAP NetWeaver Portal interface. The top navigation bar includes links for Home, Position Descriptions, Classifications, My Profile, and Help. The user is logged in as Felicia Bridges. The main content area displays the 'Position Description: Environmental Health Regional Specialist (Staff)' with an 'Edit' link. Below this, there are tabs for Summary, Settings, History, Reports, and Associated Classification. The 'Reports' tab is selected, and the 'Position Description Report' option is highlighted with a red circle. On the right side, there is a 'Take Action On Position Description' dropdown menu with options like Print Preview (Employee View), Print Preview, View Supervisor, and Modify Position Description.

This will pull up the officially formatted Position Description Report. Right Click and select Print and it will print the report, including appropriate signature lines, as well as the ADA Checklist:

The screenshot shows the officially formatted 'POSITION DESCRIPTION FORM' from the OFFICE OF STATE HUMAN RESOURCES. The form includes fields for Name of Employee, Position Number, Classification Title, Salary Grade or Banded Level, Working Title of Position, Section / Unit, Name of Immediate Supervisor, and Supervisor's Position Title and Number. The 'Working Title of Position' is 'Environmental Health Regional Specialist' and the 'Section / Unit' is 'Public Health'. The 'Work Schedule' is 'Monday - Friday, rotating shifts, etc.:' and the 'Work Hours' are '8am -5 pm'. The 'Primary Purpose of the Organizational Unit' is described as: 'The Environmental Health Section is responsible for administering a wide variety of programs through three branches: On-Site Water Protection (OWP) Branch oversees statewide programs governing subsurface wastewater disposal systems (septic systems), private well construction and well contractor certification. Additionally, it includes a Non-point Source program that works to assess the contribution of septic systems to nutrient loads in sensitive waters of the state. The Branch is the principle agency that...'. A right-click context menu is open on the right side of the form, showing options like Back, Forward, Go to copied address, Save background as..., Set as background, Copy background, Select all, Paste, E-mail with Windows Live, Translate with Bing, All Accelerators, Create shortcut, Add to favorites..., View source, Inspect element, Encoding, Print..., Print preview..., Refresh, Export to Microsoft Excel, Send to OneNote, and Properties. The 'Print...' option is highlighted.